

Management System: Real Property Management**Subject Area: Other Interests In Real Property****Procedure: Acquiring Or Granting A License Or Permit**

Issue Date and Revision Number:
3/10/15 0

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1.0 Applicability

This procedure applies to any U.S. Department of Energy (DOE) site that has accountability for Federal property under the purview of the Office of Environmental Management Consolidated Business Center (EMCBC).

This procedure applies when land use is required for a limited time and for limited purposes. Licenses to non-Federal entities may be granted for temporary use of Departmental property. These agreements are generally revocable by DOE with 30-day's notice. Permits to Federal entities may be granted for an indefinite time period. There is no charge to other Federal agencies for use of the real property. Generally, payment of fair market value is required for all other users; however, payment may be waived or reduced if it is beneficial to the DOE or the United States Government.

Additionally, DOE may acquire a license or a permit from any party for mission related purposes.

2.0 Required Procedure

Step 1	The Site Office receives a request from an entity for temporary or indefinite usage of Departmental property or has a mission need for access to property belonging to another entity for a limited period of time.
Step 2	The Site Office reviews the transaction for completeness and appropriateness and forwards the action to the Real Estate Contracting Officer (RECO) or Certified Realty Specialist (CRS) or Realty Specialist to be processed.
Step 3	The RECO/CRS/Realty Specialist makes the determination on whether the following are required:

	<ul style="list-style-type: none"> • Coordinates with the appropriate offices to obtain the required National Environmental Policy Act (NEPA), Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), and other environmental concurrences. • Additional Subject Matter Experts may be consulted as necessary to ensure that other areas are adequately covered, such as safety and security. • Requests appraisals and surveys from State Licensed Appraisers and Surveyors to ensure the accuracy and completeness of the fair market value of the property, the legal description of the property and the suitability for the proposed license or permit • Contacts the state historical protection officer to determine any impact on historical artifacts and sites and to gain their concurrence.
Step 4	The RECO/CRS/Realty Specialist drafts the appropriate license or permit and works in conjunction with the Office of Chief Counsel, Site Office, and other entities to ensure that all legal conditions, regulatory requirements, etc are being followed.
Step 5	<p>The RECO/CRS/Realty Specialist:</p> <ul style="list-style-type: none"> • Submits the draft agreement to the appropriate personnel for review and comment. • Forwards the draft agreement to the requesting office for review and comment. • Works to resolve any concerns and revises the draft agreement accordingly. • Prepares the final agreement and transmits the agreement to the appropriate parties for signature. <p>Retains an original signed copy of the agreement and forwards a copy to the appropriate personnel.</p>
Step 6	The site Facilities Information Management System (FIMS) Administrator enters the license or permit information into the FIMS database.

3.0 References – Forms/Attachments/Exhibits – N/A

4.0 Records Generated

Records generated through implementation of this procedure are identified as follows and are maintained by Office of Technical Support and Asset Management in accordance with the EMCBC Organizational File Plan:

Records Category Code	Records Title	Responsible Organization	QA Classification (Lifetime, Non- Permanent, or Not Applicable)
ADM 03-01-A	Real Property Files – Original Executed License or Permit and Supporting Documentation	Office of Technical Support and Asset Management	N/A

EMCBC RECORD OF REVISION**DOCUMENT TITLE: Acquiring or Granting a License or Permit**

If there are changes to the controlled document before the two-year review cycle, the revision number stays the same; one of the following will indicate the change:

I Placing a vertical black line in the left margin adjacent to sentence or paragraph that was revised; or

I Placing the words GENERAL REVISION at the beginning of the text. This statement is used when entire sections of the document are revised.

If changes and updates occur at the two-year review cycle, the revision number increases by one.

Rev. No.	Description of Changes	Revision on Pages	Date
0	Initial Document		3/10/2015